BOX FILE

Communicating Effectively

THREE AND ONE HALF DAY SEMINAR
APRIL 9-12, 1969

BUSINESS AND PROFESSIONAL COURSES
DIVISION OF EXTENSION
UNIVERSITY OF TORONTO

When

APRIL 9-12, 1969

Sessions will be held from 6:00 p.m. to 10:00 p.m. on Wednesday, 8:30 a.m. to 10:00 p.m. on Thursday and Friday, and 8:30 a.m. to 4:30 p.m. on Saturday.

Where

Brennan Hall
St. Michael's College
University of Toronto
Toronto 5, Ontario

Programme

This 3½ day full time seminar will provide an opportunity for a careful study of selected areas of communications. Its purpose will be to provide a base for further study of spoken and written communications as well as to examine behavioural aspects of face-to-face communications and group communications. The part played by effective communication in the areas of planning, understanding people, motivating, and leading will be studied.

Workshop methods will be employed throughout and participants will be involved in making verbal presentations, in reporting, and in precis writing. Enrolment will be limited to about 25 participants.

For Whom

This programme is intended for persons in business and the professions who are at the middle management level or above.

Cost

$150.00

This fee includes the cost of tuition and materials, lunches three days and dinner on Wednesday.

APPLICATION FORM

SEMINAR—APRIL 9-12, 1969—COMMUNICATING EFFECTIVELY

Mr.
Mrs. .....
Miss
NAME (PLEASE PRINT)

Address .....
NUMBER & STREET CITY PROVINCE

Company .....

Position .....

Business Address .....

Home Telephone ..... Business Telephone .....

Fee: $150.00 Personal Cheque ☐ Company Cheque ☐

Please make cheques payable to the University of Toronto.

Date ..... Signature .....

OFFICE USE
R. No. .....
C.A. .....

Send To:
BUSINESS AND PROFESSIONAL COURSES
DIVISION OF EXTENSION
UNIVERSITY OF TORONTO
84 QUEEN'S PARK
TORONTO 5, ONTARIO